

**ALABAMA
STATE MILITARY DEPARTMENT
OFFICE OF THE ADJUTANT GENERAL
P. O. BOX 3711
MONTGOMERY, ALABAMA 36109-0711**

AL-HRO (310-2d)

12 September 2003

**MEMORANDUM FOR Commander/Supervisor Each ARNG and ANG Unit/Facility/Base,
Alabama National Guard**

SUBJECT: Alabama National Guard Smoking Policy

- 1. The purpose of this memorandum is to provide guidance to supervisors concerning the enforcement of the Smoking Policy as it relates to Full-Time and M-Day members of the Alabama National Guard.**
- 2. Smoking tobacco harms readiness by impairing physical fitness and raising health costs of both the smoker and those exposed to Environmental Tobacco Smoke (ETS). The smoking policy for the Alabama National Guard is that smoking is prohibited in all occupied buildings and work areas. This includes, but is not limited to, private offices, hallways, auditoriums, conference rooms, rest rooms, classrooms, break rooms, fitness rooms, locker rooms, and supply rooms. Smoking is also prohibited in Alabama National Guard vehicles and aircraft to include GSA leased vehicles.**
- 3. Supervisors of each Alabama National Guard unit/facility/base will designate an outdoor smoking area(s) which is reasonably accessible and which affords a measure of protection from the elements. Smoking will be allowed under available overhead cover (stoops and porches) with outside doors closed to prevent smoke from reentering the building. Smoking will be allowed at primary entrances (with outside doors closed) only in the absence of other suitable outside cover. Personal items of clothing (i.e., rainsuits, ponchos, umbrellas, etc.) are not considered to be adequate protection from the elements if stoops, overhangs, or nearby sheds exist at the facility. Those "designated smoking areas" shall be identified by proper signs.**
- 4. In cases where a smoker's right to smoke conflicts with a non-smoker's right to a smoke free work environment, the rights of the non-smoker will receive paramount consideration. Disciplinary actions for violations of the smoking policy will be governed by TPR 752, NGR 600-5, or ANGI 36-101. Discipline will be progressive in nature and will be designed to assist the employee until a point has been reached where management determines that adverse action is necessary to enforce compliance. Supervisors will allow the use of Administrative Leave to attend Smoking Cessation Programs in accordance with the guidelines found in the Federal Personnel Manual. POC is 1LT Pam Phillips, DSN 363-7215/(334) 271-7215.**

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5. Smokers will not be allowed additional breaks. The current policy of one 15 minute break during each 4 hours of work will apply. The designated smoking areas shall be maintained in a state of police consistent with expected military standards.

Commanders/supervisors are responsible for ensuring an acceptable appearance of the facility and grounds.

6. Notices will be displayed at all entrances to Alabama National Guard facilities that the building is a "No Smoking Zone." Each facility supervisor/unit commander is expected to enforce this policy effective this date. Smokers at facilities with no stoops, overhangs, or sheds will still be required to smoke outside. Supervisors will identify the absence of such overhead cover through channels to AL-FMO/Base Engineer for corrective action as may be practical considering future funding and priorities.



**C. MARK BOWEN
Major General, AL ARNG
The Adjutant General**